

**REQUEST FOR PROPOSAL FOR
DEBRIS MONITORING SERVICES**

Issued By
City of Natchitoches, Louisiana

Date of Issue: September 2, 2020

Due Date/Time for Receipt of Proposals: **September 8, 2020, 2:00 P.M.**

RFP No. 0268

REQUEST FOR PROPOSALS FOR DEBRIS MONITORING SERVICES

The City of Natchitoches, Louisiana ("City") requests proposals from qualified firms for Debris Monitoring Services. This solicitation by the City will result in the selection of a qualified and experienced firm to monitor disaster generated debris removal from public property and public right of ways resulting from a severe storm ("Storm") which occurred in the City on August 27, 2020 and/or during the remainder of 2020.

SECTION 1.0 GENERAL INFORMATION

1.1 Objective

The objective of the RFP and subsequent contracting activity is to secure the services of qualified, experienced firm(s) who are capable of efficiently monitoring large volumes of disaster-generated debris removal from a relatively wide area in a timely and cost-effective manner. The successful Proposer(s) must be capable of assembling, directing, and managing a work force that can perform the monitoring services during the duration of the debris removal and disposal operations which are anticipated to be completed within 180 days.

1.2 Definitions

City or Owner - City of Natchitoches, Louisiana

Contractor(s)-The successful Proposer(s), with whom a contract is entered by the City

Debris Management Team - The team staffed by the City, Debris Management Consultant, Debris Monitor and the Contractor

Debris Management Consultant or Consultant - If applicable, a Consultant retained by the City to manage administrative aspects of the recovery process including processing FEMA submittals and includes the Debris Monitor

Debris Monitor - The firm, including representation thereof, retained by the City to monitor and document debris removal and disposal activities in compliance with FEMA requirements

Debris - Scattered items and materials either broken, destroyed, or displaced by the Storm (Example: vegetative material such as trees and limbs, construction and demolition material, personal property.)

DMS - Debris Management Site

FEMA - Federal Emergency Management Agency

Landfill – LA 3175 Bypass @ Breazeale Springs Street

Proposer or Respondent - Person or entity which submits a Proposal in response to this Request for Proposal

RFP - This Request for Proposal

Services - Debris Monitoring Services

SECTION 2.0 SCOPE AND STATEMENT OF WORK

2.1 Debris Monitoring Services

The selected Proposer will be expected to provide disaster debris disposal monitoring services to include debris generated from public property, public rights of way, and in some cases private property, and other public, or designated areas. Specific services may include:

- a) Coordinating daily briefings, work progress, staffing, and other key items with the City.
- b) Selection and permitting of DMS locations and any other permitting/regulatory issues as necessary.
- c) Scheduling work for all team members and contractors on a daily basis.
- d) Hiring, scheduling, and managing field staff.
- e) Monitoring recovery contractor operations and making/implementing recommendations to improve efficiency as well as speed up recovery work and assure all debris removal work meets FEMA eligibility guidelines.
- f) Assisting the City with responding to public concerns and comments.
- g) Certifying contractor vehicles for debris removal using methodology and documentation practices appropriate for contract monitoring.
- h) Entering load tickets into a database application.
- i) Digitization of source documentation (such as load tickets).
- j) Developing daily operational reports to keep the City informed of work progress.
- k) Development of maps, GIS applications, etc. as necessary.
- l) Comprehensive review, reconciliation, and validation of debris removal contractor(s) invoices prior to submission to the City for processing.
- m) Project Worksheet and other pertinent report preparation required for reimbursement by FEMA and any other applicable agency for disaster recovery efforts by City Staff and designated debris removal contractors.
- n) Final report.

SECTION 3.0 PROPOSAL RESPONSE REQUIREMENTS

3.1 Information and Format

A prospective Proposer's response to this RFP should include the following information at a minimum. The proposal should address the requirements in a clear and concise manner in the order stated herein. Proposals must be tabbed and must include the information/documents specified in the applicable tab. Proposals that do not adhere to the following format or include the requested information/documents may be considered incomplete and therefore unresponsive by the City. The City reserves the right to seek additional/supplemental information on specific issues as needed.

a) Qualifications of the Firm

- 1) Provide a description and history of the firm focusing on previous governmental experience. Only past experience as the prime contractor with local governments will be considered. Personal qualifications of staff with past debris monitoring experience will not be considered unless the services were part of the prime contract between the Proposer and the local government. State and federal contracts that do not reflect direct contractual obligations to perform services on behalf of the sub-grantee will not be considered to be past local government experience. Firm qualifications must include, at minimum, the following:
 - (i.) Recent experience demonstrating current capacity and current expertise in debris removal, solid waste and hazardous waste management and disposal.
 - (ii.) Documented knowledge and experience coordinating with Federal, State and Local emergency agencies.
 - (iii.) Experience representing local governments with various state and federal funding sources and reimbursement process, including FEMA.
 - (iv.) Experience with special disaster recovery program management services including private property/right-of-entry (ROE) work and reimbursement, leaning tree and hanging limb removal, hazardous material removal, asbestos abatement, data management, hauler invoice reconciliation and contracting, and FEMA appeals assistance.
- 2) Provide at least five (5) references for which the firm has performed services within the past three (3) years that are similar to the requirements in the Statement of Work. Provide the reference contact name, address, e-mail address, telephone numbers and date of contract.

b) Qualifications of Staff

Provide an organizational chart, resumes, and summary of staff qualifications. Key project staff (management staff including, but not limited to: project manager, collection and disposal operations managers, FEMA reimbursement specialist, data manager, etc.) must be full time employees of the proposing firm and have experience, working for the Proposer, in the following:

- a) Experience demonstrating current capacity and current expertise in debris removal, solid waste and hazardous waste management and disposal. The Proposer must demonstrate experience managing disaster debris monitoring for at least five local governments.

- b) Documented knowledge and experience of Federal, State and Local emergency agencies, state and federal programs, funding sources and reimbursement processes.
- c) Experience with special disaster recovery program management services including private property/right-of-entry (ROE) work, waterways clean-up and reimbursement, leaning tree and hanging limb removal, hazardous material removal, vessel and vehicle recovery, asbestos abatement, data management, hauler invoice reconciliation and contracting, and FEMA appeals assistance.

c) Technical Approach

Provide a description of the Proposer's approach to the project, to include startup procedures/requirements, debris estimate methodology, analysis of debris recovery operations and management of the debris recovery contractors, billing/invoices reporting procedures to FEMA and the City. Provide a copy of Proposer's internal training program. Provide under separate cover the Proposer's training manual.

d) Cost Proposal

Each Proposer must complete and submit the Cost Proposal Form and Cost Proposal Schedule designated as Attachment 1. The Cost Proposal will be evaluated on the hourly rates submitted on the Cost Proposal Form for the labor positions listed. All non-labor projected costs will be billed to the City at cost without markup.

SECTION 4.0 PROPOSAL SUBMITTAL

4.1 Proposal Submittal

Proposals shall be submitted to the City of Natchitoches Purchasing Department at:

City of Natchitoches Purchasing Department
Attention: Edd Lee
1400 Sabine Street
Natchitoches, Louisiana 71457

Proposals shall be submitted no later than **2:00 P.M. on September 8, 2020**. Late proposals will be rejected. Failure to comply with this or any other provision of this RFP shall be sufficient reason for rejection of the proposal.

Mark the written proposal envelope(s) as follows:

Debris Monitoring Services Proposal

RFP No. 0268

Time and Date _____

The front of each proposal envelope/container shall contain the following information for proper identification:

- The name and address of the Proposer
- The word "Proposal" and the RFP number
- The time and date specified for receipt of proposals
- The number of each envelope/container submitted (i.e. "1 of 3", "2 of 3", "3 of 3")

ALL PROPOSALS MUST BE RECORDED (CLOCKED - IN) IN THE PURCHASING DEPARTMENT ON OR BEFORE THE TIME AND DATE INDICATED IN THIS RFP. The responsibility for submitting the proposal to the Purchasing Office on or before the above stated time and date is solely that of the Proposer. The City will not be responsible for delays in mail delivery or delays caused by any other occurrence.

All proposals must be in writing. Non-responsive proposals may not be considered. The signer of the proposal must declare that the proposal is in all respects fair and in good faith without collusion or fraud and that the signer of the proposal has the authority to bind the Proposer.

The City shall not be liable for any costs incurred by a Proposer prior to entering into a contract.

SECTION 5.0 EVALUATION CRITERIA AND SELECTION

5.1 Evaluation Criteria

The City's evaluation criteria will include, but not be limited to, consideration of the following:

- | | |
|--|-----|
| • Firm Qualifications | 25% |
| • Cost Proposal | 25% |
| • Qualifications on Similar Projects | 20% |
| • Key Staff Project Understanding and Approach | 15% |
| • Management Systems/Reporting Systems/Training Manual | 15% |

Other criteria the City frequently uses to evaluate submissions include:

- Verification of availability of qualified personnel to perform the services requested.
- Interviews with references provided by Proposer.

5.2 Selection

The City will evaluate the written proposals submitted by the Proposers regarding the proposed project in connection with the selection process.

5.3 Presentations

The City may require oral and visual presentations from those firms that are ranked or short-listed. This shall be done at the City's sole discretion when it feels presentations are essential as part of the evaluation process and in the best interest of the City.

SECTION 6.0 RIGHT OF WAIVER, REJECTION AND ACCEPTANCE

6.1 Reservations by City

The City reserves the right to:

- a) waive any informality in any proposal;
- b) reject any or all proposals in whole or in part, with or without cause; and/or
- c) accept any proposal(s) that in its judgment will be in the best interest of the City and its citizens.

SECTION 7.0 INFORMATION AND ADDENDA

7.1 Inquiry Contact

All questions or requests for clarifications, interpretations and assistance concerning this RFP must be directed through:

City of Natchitoches Purchasing Department
Attn: Edd Lee
1400 Sabine Street
Natchitoches, Louisiana 71457
Telephone: (318) 357-3870
Facsimile: (318) 357-3845
E-Mail: elee@natchitochesla.gov

7.2 Inquiry Deadline

Questions regarding the RFP are to be submitted in writing to the above listed email address by **12:00 NOON on September 4, 2020.**

7.3 City Responses

All telephone conversations are to be considered unofficial responses and will not be binding. Questions or verifying the Request for Proposals' content, if appropriate, will be responded to in writing. The written response will be the City's official response and will be transmitted to all Respondents that requested the Request for Proposal.

7.4 Issuance of Addenda

- (a) If this RFP is amended, the City will issue an appropriate addendum to the RFP. If any addendum is issued, all terms and conditions that are not specifically modified shall remain unchanged.
- (b) Proposers shall acknowledge receipt of each addendum to this solicitation using one of the following methods:
 - (i.) By signing and returning the addendum; or
 - (ii.) By responding directly to the transmittal of the addendum by email or facsimile.

The City must receive the acknowledgment by the time and date, and at the location specified for the receipt of proposals.

SECTION 8.0 CONTRACT AND GENERAL REQUIREMENTS

8.1 Contract

The successful Proposer(s) shall enter into a Contract with the City for 18 months for the Services. The Contract will include standard provisions as well as provisions required for the reimbursement of monitoring services during the duration of the debris removal and disposal operations by FEMA. Other requirements, without limitation, are referred to below.

8.2 Insurance

- A. The Contractor shall procure, pay for, and maintain at minimum the following insurance coverages with the stated limits or greater. Said insurance shall be evidenced by delivery to the Owner of (i) certificates of insurance executed by the insurers listing coverage's and limits, expiration dates and terms of policies and all endorsements whether or not required by the Owner, and listing all carriers issuing said policies; and (ii) upon request a certified copy of each policy, including all endorsements. The insurance requirements shall remain in effect throughout the term of the Contract and any additional extensions. In addition, the Owner reserves the right to request physical evidence of the coverage by requesting the policy declaration page, and/or confirmation from the agent and/or company verifying the coverage is and/or has been continually in effect.
- B. The Contractor shall secure and maintain, at its sole cost and expense during the contract term and any subsequent extensions, the following insurance:
- 1) **Commercial General Liability** - in the amount of two million dollars (\$2,000,000.00) aggregate/one million dollars (\$1,000,000.00) per occurrence. The general aggregate limit shall either apply separately to the resulting contractor or shall be at least twice the required occurrence limit.
 - 2) **Comprehensive Automobile Vehicle Liability** - covering any automotive equipment to be used in performance of the Services, with a minimum limit in the amount of One Million dollars (\$1,000,000.00) per occurrence combined single limit / any Automobile. Also, physical damage insurance covering owned or rented machinery, tools, equipment, office trailers, and vehicles.
 - 3) **Worker's Compensation** - employer's liability coverage with limits of not less than one million dollars (\$1,000,000.00) per occurrence for each accident or illness and statutory worker's compensation coverage.
 - 4) **Professional Liability (Errors & Omissions)** - coverage for all claims arising out of the Services performed with limits not less than \$1,000,000.00 per claim. The aggregate limit shall either apply separately to the contract or shall be at least twice the required per claim limit.

8.3 Indemnification

The Proposer shall indemnify, defend and hold harmless the City, its officials and employees, from all losses, damages, costs, expenses, liability, claims, actions, and judgments of any kind whatsoever brought or asserted against, or incurred by, the City, including without limitation attorney's fees and costs of litigation, to the extent that the same arise out of or are caused by any act or omission of the Proposer, its subcontractors, or by the employees, officers, directors, or agents of the Proposer, or its subcontractors, related to the Services.

8.4 Non-Discrimination and Equal Opportunity

- (a) By submitting a proposal in response to this RFP, the Proposer agrees to not discriminate against any employee or job applicant because of their race, creed, color, sex, marital status or national origin.
- (b) Place or cause to be placed a statement in all solicitations or advertisement for job applicants, including subcontractors, that the respondent is an "Equal Opportunity Employer".

ATTACHMENT 1

PRICE PROPOSAL FORM

DISASTER DEBRIS MONITORING SERVICES

CITY OF NATCHITOCHES, LOUISIANA

Name of Firm: _____

Address: _____

City, State, Zip: _____

Telephone: _____ Fax: _____

Contractor's License Number: _____

Authorized Signature: _____

(provide evidence of signing authority)

Name and Title: _____

NOTE: Respondents are to make no changes to the Pricing Schedule below and are to **Fill it out completely.** Values must be provided for all categories below or your response may be deemed non-responsive.

Cost Proposal Schedule

The hourly labor rates shall include all applicable overhead and profit. All non-labor costs directly related to the project will be billed to the City at cost without mark-up.

POSITIONS

HOURLY RATES

Project Manager	\$ _____
Operations Managers	\$ _____
Scheduler/Expeditors	\$ _____
GIS Analyst	\$ _____
Field Supervisors	\$ _____
Debris Site/Tower Monitors	\$ _____
Environmental Specialist	\$ _____
Project Inspectors (Citizen Drop-Off Site Monitors)	\$ _____
Field Coordinators (Crew Monitors)	\$ _____
Load Ticket Data Entry Clerks (QA/QC)	\$ _____
Billing/Invoice Analysts	\$ _____
Project Coordinators	\$ _____

Proposer may include other positions.

Company Name: _____